

**भारतीय मानक ब्यूरो / BUREAU OF INDIAN STANDARDS**  
(प्रशासन विभाग / Administration Department)

**परिपत्र / CIRCULAR**

**Subject: Special Campaign 2.0 from 2<sup>nd</sup> October 2022 to 31<sup>st</sup> October 2022 - reg.**

This has reference to an e-mail dated 30 Aug 2022 of P&C, HQs forwarded herewith a copy of letter No. 21/30/2022-P&C dated 30.08.2022 of DoCA with attached a copy of D.O. No. 1/50/3/2021-Cab. dated 23 Aug 2022 of Shri Rajiv Gauba, Cabinet Secretary, Govt. of India, has instructed that appropriate exercise may be carried out during the campaign to reduce pendency and optimize management of space. It is also directed to share the Action plan and provide the photographs & action taken report thereto (copy enclosed).

2. In view of above, Head of all ROs/BOs/Labs/NITS including departments at HQs are requested to kindly peruse the same and send their Action plan for reducing pendency and optimize management of space under Special Campaign 2.0 from the period from 2<sup>nd</sup> October 2022 to 31<sup>st</sup> October 2022 to the Administration Department through e-mail at [administration@bis.gov.in](mailto:administration@bis.gov.in) latest by 9 September 2022, positively.

Further, also requested to kindly send your Action Taken Report along with some photographs to the Administration Department at e-mail: [administration@bis.gov.in](mailto:administration@bis.gov.in) on or before 02 November 2022.

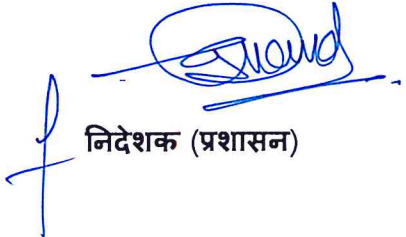
3. In view of above, all officials of ROs/BOs/Labs/NITS including HQs are, therefore, requested to ensure the compliance of above.

4. This issues with the approval of Competent Authority.

Encl: as above

संदर्भ: प्रशासन/09/57/2021

Ref: ADMN/09/57/2021

  
निदेशक (प्रशासन)

बीआईएस इंटरनेट के माध्यम से क्षेत्रीय कार्यालयों /शाखा कार्यालयों /प्रयोगशालाओं/ एन.आई.टी.एस., मुख्यालय सहित को सूचनार्थ एवं अनुपालनार्थ परिचालित ।

Circulated to all ROs/BOs/Labs/NITS including HQ through BIS Intranet for information and compliance.

Email

**Fwd: Special Campaign 2.0 from 2nd October, 2022 to 31st October, 2022**

**From :** Kumar Shantanu <ddga@bis.gov.in>  
**Subject :** Fwd: Special Campaign 2.0 from 2nd October, 2022 to 31st October, 2022  
**To :** Director Admin <dra@bis.gov.in>, ADMINISTRATION Admn <administration@bis.gov.in>

Tue, Aug 30, 2022 12:12 PM

2 attachments

For necessary action.

ले कर्नल कुमार शान्तनु  
 उप महानिदेशक (प्रशासन)

**From:** "Planning and Coordination" <pnc@bis.gov.in>  
**To:** "Kumar Shantanu" <ddga@bis.gov.in>  
**Sent:** Tuesday, August 30, 2022 11:05:45 AM  
**Subject:** Fwd: Special Campaign 2.0 from 2nd October, 2022 to 31st October, 2022

Dear Sir,

With reference to the trailing mail, you are requested to kindly provide inputs on the "**Special Campaign 2.0** for **reduction in pendency** and **efficient management of space**" to be undertaken from 2nd Oct 2022 to 31st oct 2022.

सादर  
 Rahul Vishwakarma  
 Scientist C  
 योजना एवं समन्वय विभाग (P & C)  
 भारतीय मानक ब्यूरो (BIS).  
 मानक भवन, 9 ब. शा. ज़. मार्ग  
 नई दिल्ली - 110002  
 दूरभाष : 011-23236953  
 ई-मेल : pnc@bis.gov.in  
 हम ईमेल के द्वारा पत्राचार को बढ़ावा देते हैं

*DDA*  
*AD*  
*SS(A)*  
*Sh. Chandrakant J.*  
*2.9.22*  
*30 AUG 2022*

No. N-21/30/2022-P&C  
Government of India  
Ministry of Consumer Affairs, Food & Public Distribution  
Department of Consumer Affairs

Krishi Bhawan, New Delhi-110001.  
Dated: 30.08.2022

To

1. The Director General,  
BIS, New Delhi.
2. The Director General,  
NTH, Kolkata.
3. Registrar,  
NCDRC, New Delhi
4. Managing Director,  
NCCF, New Delhi.
5. The Director,  
IILM, Ranchi.

Subject: Special Campaign 2.0 from 2.10.2022 to 31.10.2022- regarding.

Sir,

I am directed to forward a copy of D.O. letter No.1/50/3/2021-Cab., dated 23.08.2022, received from Cabinet Secretary, on the above subject and to request that appropriate exercise may be carried out during the campaign to reduce pendency and optimize management of space. It is also requested to share the Action plan and provide the photographs & action taken report thereto.

Encl.: As above.

*Yours faithfully,*

*Jayashree Narayanan*  
(Jayashree Narayanan)

Under Secretary to the Govt. of India  
Tele: 2338 4627

Copy to: All Divisional Heads in Department of Consumer Affairs.

राजीव गौबा  
Rajiv Gauba

95515



मंत्रिमंडल सचिव  
भारत सरकार  
CABINET SECRETARY  
GOVERNMENT OF INDIA

D.O. No. 1/50/3/2021-Cab.

Dated the 23<sup>rd</sup> August, 2022

Dear Secretary

As you are aware, a Special Campaign was organized from 2<sup>nd</sup> October, 2021 to 31<sup>st</sup> October, 2021 in all Ministries/Departments and their attached/subordinate offices for disposal of pending matters. The successful implementation of the Special Campaign was reflected in reduction of pendency and efficient management of space. A presentation on the outcome of Special Campaign was made before the Council of Ministers on 10<sup>th</sup> November, 2021.

2. It was decided thereafter that the exercise of reducing pendency should be undertaken on continuous basis and the Ministries may also set apart a few hours on a fixed day every week for this purpose. It was also decided that a Special Campaign may be undertaken annually. Accordingly, DARPG had issued detailed instructions on 30<sup>th</sup> November, 2021. I had also written a DO Letter dated 4<sup>th</sup> January, 2022 in this regard.

3. In line with the aforesaid decisions, Special Campaign 2.0 will be undertaken this year from 2<sup>nd</sup> October, 2022 to 31<sup>st</sup> October, 2022. During this campaign, special attention may be given to field/outstation offices in addition to the Ministries/ Departments and their attached/subordinate offices. DARPG would continue to be the nodal Department for monitoring and implementation of the campaign and would issue detailed guidelines for the ensuing Campaign separately.

4. Like last year, your personal involvement and leadership would be vital for success of the Campaign. Appropriate instructions may be issued to all the offices/organizations under your Ministry/ Department to implement the Special Campaign 2.0 in a befitting manner.

With regards

Yours sincerely,

AS (CA)

Sh. Rohit Kumar Singh  
Secretary,  
Deptt. of Consumer Affairs  
New Delhi

Office of Secretary (CA)	
Dy. No.	F-212136
Date	25/8/22

23/8/22  
(Rajiv Gauba)

May kindly issue instructions to all orgs in the Deptt.

25/8/22

25/8/22

25/8/22

भा.मा.ब्यूरो मुख्या./प्रशासन./परिपत्र (118)2021

BIS HQ/ADMN/Circular(118)/2021

दिनांक : 13 दिसंबर 2021

Date: 13 December 2021

भारतीय मानक ब्यूरो / BUREAU OF INDIAN STANDARDS

(प्रशासन विभाग / Administration Department)

परिपत्र / CIRCULAR

**Subject: Reducing Pending Matters to the minimum possible in the Government – reg.**

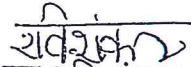
This has reference to the letter No. N-21/31/2021-P&C dated 02<sup>nd</sup> December 2021 of DoCA forwarded therewith a copy of Office Memorandum No. 30011/02/202190&M (e.No. 5866) dated 30<sup>th</sup> November 2021 of Ministry of Personnel Public Grievances and Pension (Department of Administrative Reforms & Public Grievances)(DARPG), Govt. of India (copy enclosed).

2. All Heads of Regional Offices/Branch Offices/Laboratories/ NITS including BIS HQs are requested to ensure their Action Taken Report on the above subject on weekly basis to the Administration Department. After compilation of the gathered information, Director(Administration) at HQ, being a Central Nodal Officer, enter the data on DARPG portal on monthly basis on the 1<sup>st</sup> of every month.

3. All Heads of ROs/BOs/Labs/NITS including BIS HQs are, also, requested to ensure the compliance on the above.

4. This issues with the approval of Competent Authority.

संलग्न: यथोपरि ।

  
(एन. रवि शंकर)  
प्रमुख (जीएसडी)  
निदेशक(प्रशासन) के लिंक अधिकारी

संदर्भ: प्रशासन/09/57/2021

Ref: ADMN/09/57/2021

बीआईएस इंटरनेट के माध्यम से मुख्यालय/क्षेत्रीय कार्यालयों /शाखा कार्यालयों /प्रयोगशालाओं/ एन.आई.टी.एस. को सूचनार्थ एवं अनुपालनार्थ ।

No. N-21/31/2021-P&C  
Government of India  
Ministry of Consumer Affairs, Food and Public Distribution  
Department of Consumer Affairs

Krishi Bhawan, New Delhi  
Dated 02<sup>nd</sup> December, 2021

To

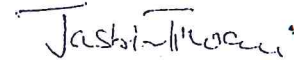
1. DG, BIS
2. DG, NTH
3. MD, NCCF
4. Director, IILM
5. All Directors, RRSLs

**Subject:-** Reducing Pending Matters to the minimum possible in the  
Government -reg

Sir,

I am directed to enclose herewith a copy of O.M no. 30011/02/2021 – O&M (e No. 5866) dated 30<sup>th</sup> November 2021 received from Department of Administrative Reforms and Public Grievances on the subject mentioned above for information and strict compliance.

Encl. As Above.



(Jasbir Tiwari)

Under Secretary to the Govt. of India

Tele- 23381233

Email: uspc-ca@nic.in

Copy to:

PSO to Secretary (CA)

No.30011/02/202190&M (e. No. 5866)  
Government of India  
Ministry of Personnel Public Grievances and Pension  
Department of Administrative Reforms & Public Grievances

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5<sup>th</sup> Floor Sardar Patel Bhawan, New Delhi

Dated the 30<sup>th</sup> November 2021

OFFICE MEMORANDUM


Subject: Reducing Pending Matters to the minimum possible in the Government.

It has decided that as a sequel to the month-long Special Campaign for disposal of pending matters conducted from 2<sup>nd</sup> October 2021 to 31<sup>st</sup> October, 2021 the following actions shall be undertaken by Ministries/ Departments on a regular basis to reduce pending matters to the minimum possible:-

- a. All Ministries/ Departments shall dedicate 3 hours every week for the Special Campaign.
- b. The arrangements for the Special Campaign – Portal and Nodal Officers shall continue to be operational.
- c. The Campaign shall also be implemented in all outstation offices of Ministries/ Departments and autonomous organizations/subordinate offices/attached offices.
- d. Secretaries to monitor progress on monthly basis. Nodal officers to monitor progress on weekly basis and enter data on DARPG portal on monthly basis on the 1<sup>st</sup> of every month.

All Ministries/Departments are requested to ensure time-bound compliance of the above.

This issues with the approval of the competent authority.



(Sanjay Singh)

Secretary to the Government of India

To

All Secretaries to the Government of India

Copy for information:

- 1) Principal Secretary to Prime Minister
- 2) Cabinet Secretary